List of Documents by Visa

Division	Alien Registration	Change of Status of Sojourn (D-2)	Extension of Sojourn of Period (D-4)	Extension of Sojourn of Period (D-2)
Documents	1. An application form 2. A Copy of Passport 3. Grant of visa 4. A color photograph 5. Certificate of enrollment 6. A copy of lease contract 7. A power of attorney	1. An application form 2. A Copy of Passport 3. An alien registration card 4. A color photograph 5. A standardized acceptance letter 6. A tuition fee payment 7. A doc of final level of education 8. A doc of high school transcripts (only Vietnamese) 9. A doc of bank account balance (over $20,000) 10. Certificate of enrollment or completion by language school 11. A transcript by language school (attendance rate) 12. A statement of reasons (nor needed by all) 13. A copy of lease contract 14. A power of attorney	1. An application form 2. A Copy of Passport 3. An alien registration card 4. Certificate of enrollment 5. A tuition fee payment 6. A transcript (attendance rate) 7. A doc of bank account balance Over $10,000 (nor needed by all) 8. A statement of reasons (nor needed by all) 9. A copy of lease contract 10. A power of attorney	1. An application form 2. A Copy of Passport 3. An alien registration card 4. Certificate of enrollment 5. A tuition fee payment 6. A transcript (all semester) 7. A doc of bank account balance Over $10,000 (nor needed by all) 8. A statement of reasons (nor needed by all) 9. A confirmation document of your academic adviser in the university (nor needed by all) 10. A copy of lease contract 11. A power of attorney

※ Read the notice carefully.

1. Change of Status of Sojourn (D-2)

- Submit photo that is different from alien registration card. (if the alien registration card has been issued within the last 6 months, the existing photo can be submitted.)
- Those who with less than 70% attendance rate on the Korea language school or less than 2.0 in your transcript on the university prepare to bank account balance.
- We can't act on behalf of you if your attendance is less than 50 percent during the recent stay permit period, or your university's average or previous semester's grade is less than 1.0
- If you go to the same university, you can submit to bank balance (over $10,000).

2. Extension of Sojourn of Period (D-4)

- Those who with less than 70% attendance rate on the Korea language school prepare to bank account balance. (over 5million won)
- If there is no "Duration of Stay" space, prepare to one photo different from the existing registration card (white background, 3.5cm * 4.5cm) + 30,000 won additional registration fee.

3. Extension of Sojourn of Period (D-2)

- Those who with less than 2.0 in your transcript on the university prepare to bank account balance. (over 10million won) <Students who are in the previous semester or GPA is less than 1.0 aren't eligible for services.>
- Those who graduation was postponed due to poor performance prepare to "A confirmation document of your academic adviser in the university." it is mandatory to have sign of a tutor and a staff member of University
- For students who have only one semester left until graduation, submit a bank statement of 5 million won
- If you go on to a degree program at the same university, prepare a balance of more than 12 million won issued by a bank in Korea (Equivalent to $10,000)
- If there is no "Duration of Stay" space, prepare to one photo different from the existing registration card (white background, 3.5cm * 4.5cm) + 30,000 won additional registration fee.

4. Lease contract

- If you live in a property contracted in the name of a friend : A copy of lease contract + Residence confirmation with a friend's name signed +A copy of your friend's ID card.
- Those who live in Dormitory or Accommodation : Please need to get a Residence confirmation from the manager of Dormitory or Accommodation.
- If the contract period on the real estate contract has expired, rewrite the real estate contract or submit additional water tax or electricity payment receipts

5. Writing method of "A statement of reasons."

-Write down the reasons for poor performance by hand on A4 paper in Korean language.